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SECRETDAD/NPIC-318-62
7 March 1962

MEMORANDUM FOR THE RECORD

Declass Review by NGA.

SUBJECT: Consultation with [] 5-15 February 1962

25X1

A. Photo-Chemical Solution Lab

1. Changes in the specifications for the Photo Chemical Solutions Lab agreed to by NPIC, [] are:

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(a) Delete Paragraph 3.5 (pp 6 & 7) and Enclosure 1 (pp 1 - 3 inclusive).

(b) Revise Amendment 1 as follows:

(1) Revise para 1b to provide that "the legs on all tanks shall be adjusted to accommodate a slight slope in the floor."

(2) It was agreed that para 1c applies to welds on the interior of tanks only.

(3) Para 2 is not intended to require any markings not required by the basic specifications. However, markings will be in terms of gallons, vice liters.

(4) Para 4 re pyrex tubing is deleted.

2. [] will act as technical representative to [] for NPIC. He will work with [] in regard to technical problems that may arise during fabrication and installation of the photo chemical system. In this position [] may only recommend necessary changes; final approval must be obtained from NPIC.

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3. Regarding the Pyrex Tubing in the chemical solution return lines, [] agreed that [] would add sight glasses to the piping specification for installation by [] as part of the building contract.

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B. Technical Directive #2, Assignment 1, Photo Material Handling
The following points were discussed with [] and agreed upon:

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1. Processing Methods: In order to achieve the highest degree of quality both in film and paper processing, it is necessary to have complete visual inspection at all times. To do this it is necessary to hand process material. However, roll film and roll paper will be machine processed. Agreement was reached as to the equipment layout and type of equipment per room.

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2. Equipment

(a) Long lead-time equipment to be considered for purchase for the photo laboratory includes:

- (1) Paper Processor
- (2) Paper Safes
- (3) Processing Sinks with modifications
- (4) Cut Film Dryers

(b) [] will prepare recommended specifications for above equipment including working drawings for items (2), (3), and possibly (4).

(c) [] will also prepare a list of stock equipment which he feels necessary for the laboratory. This list will contain descriptions of equipment, quantity required, approximate cost, and vendors. It was agreed with [] that Logistics would handle all procurement following DMD review and approval of the [] recommended actions.

(d) [] will also submit floor plans indicating the layout of equipment in the new laboratory and detailed drawings showing any modifications or special fittings required to effect installation.

3. Operating Manual: General operating procedures were discussed by HN, JB, JD and CL. Tentative agreement was reached on general principles of work flow and operating procedures. [] will submit a draft procedures manual specifying standard operating procedures, work flow, and control measures for approval.

4. Table of Organization: Tentative agreement was reached on the organization of laboratory personnel and job definitions. [] will submit a report showing [] recommended organizational structure, job descriptions, and salary scales. Salary recommendations will be based on salaries paid persons holding similar jobs in both private industry and government installations.

5. Technical Control and Quality Control: [] submitted and discussed an outline of his proposed manual on quality and technical control. While we agreed with his outline in general, we stressed that we wanted a procedural manual and not a textbook. It was agreed that a brief explanation of the various tests and their interpretation was desirable, but that the main purpose of the manual was to provide step-by-step procedures for:

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- (a) The execution of each of the quality and technical control checks to be performed.
- (b) The disposition of the results, e.g. the records to be kept.
- (c) The interpretation of the results; and
- (d) The corrective actions indicated. It was stressed that the manual should be prepared in tabular, ready-reference format, utilizing graphics and check lists whenever possible.

6. Scheduling

(a) It was agreed that items B2(b) and B4 would be completed as quickly as possible, with a target date of 15 March 1962.

(b) Item B2(c) is desired by Building Occupancy Date (BOD) minus 180 days; Item B2(d), BOD minus 90 days, Item B3 and B5, BOD minus 60 days.

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